

**2.1 Home Improvement-
Incidental**

Application Form

Legal description: Village _____ Lot _____ Blk _____ Sec _____
Address: _____
Owner: _____
Phone (Res): _____ (Day): _____
Fax: _____ Other phone: _____
E-mail: _____
Estimated Start Date: _____
Contractor Company Name: _____
Contractor's Phone: _____
Contractor's Address: _____
Contractor's E-mail: _____

HOW TO APPLY

1. Complete and sign this application. (Reference the Compliance Deposit/Inspection Fee Schedule).
2. Provide brochures, elevation drawings, or photographs. Drawings should be to scale and include dimensions. Please provide as much information as possible. Attach a cross section elevation drawings, drawn to scale (1/8 or 1/4) for all improvements related to this project that are $\geq 24''$ from natural grade.
3. Attach a scaled copy of the property survey noting the location of the proposed improvement, also to scale. If the survey is greater than 11"x17" please attach three copies.
4. Please visit our web site to check the posted agendas of the Plan Review Committee meetings at <http://www.thewoodlandstowship-tx.gov> Submission **does** not guarantee posting on the upcoming agenda.

For Office Use	APPLICANT INFORMATION – PLEASE PROVIDE THE FOLLOWING:
	Lot type (circle all that apply): Corner, cul-de-sac, interior, lake, golf course, border on major thoroughfare or greenbelt, other _____
	Dwelling type (circle one): Single-family, patio home, townhome, condominium, other _____
	If you are a patio home/town home or condominium, please specify the additional home owner's association _____. Plans for these projects should be reviewed and an action taken by the sub home owner's association prior to review by the Plan Review Committees.
	Are any trees over 6 inches in diameter as measured 2 feet from natural grade proposed for removal? (yes / no) If yes, how many? _____ Please indicate the location of the trees on the property survey.
	Will the proposed improvement be located within any easement or beyond any platted building lines? (yes / no)
	Improvement Type (circle all that apply): Awnings, burglar alarms, doors, garage door, gutters & downspouts, roof stacks & vents, security bars, shutters, skylight, smoke detectors, solar collectors, storm doors, windows, window coverings, window screens, other _____
	Describe the improvement, including the size, colors, and materials proposed: _____

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

Owner Signature	Date	Contractor Signature (optional)	Date

NOTE: Construction must be completed within 120 days of Plan Approval

(For Office Use Only)

Staff Approval Verification

Date _____ Int. _____ Int. _____

Committee Action _____
(date)

_____ Approved	_____ Deferred
_____ Conditionally Approved	_____ Returned
_____ Disapproved	

Supplemental Action _____
(date)

_____ Approved	_____ Deferred
_____ Conditionally Approved	_____ Returned

Refundable Compliance Deposit

Owner: _____ Contractor: _____
Address: _____
Legal Description: Village: _____ Lot _____ Block _____ Section _____

The Owner agrees that monies submitted in the sum of \$_____ is a compliance deposit. The compliance deposit will not be refunded unless the project has met all requirements, including inspections and conditions. Failure to meet these requirements may result in the forfeiture of the entire or portion thereof, compliance deposit. Failure to request the required inspections and complete the project within 120 days of plan approval will result in forfeiture of the entire deposit.

Owner Signature

Contractor Signature (optional)

Date Received: _____ Cash ☐ check ☐ #: _____ by: _____
Staff Signature

☐ Check request

☐ Forfeiture

Reason for refund and/or forfeiture:

Pay to: _____

☐ Final Inspection Received

☐ App Withdrawn

☐ Other: _____

Total Deposit Received \$ _____

Description: _____

Inspection Fee Paid Out \$ _____

Department: Covenant Administration

Forfeiture Amount \$ _____

Account Code: 100-2310

Total To Be Refunded \$ _____

Reviewed by: _____

date _____

Authorized by: _____

date _____

Accounting Manager: _____

date _____

COMPLIANCE DEPOSIT SCHEDULE

Please contact chosen Inspector to determine number of inspections needed for your project.

	Compliance Deposit
Home/Garage – Rebuilding/Remodeling	\$425.00
Structural – window/door/skylight new or resize/relocate	\$125.00
Other	\$425.00
Non-structural – with electric, gas or plumbing	\$ 75.00
Rewiring/adding wire	\$ 75.00
Power generators/summer kitchen/gas fireplace	\$ 75.00
Without electric, gas or plumbing	\$ 00.00
Window/door replacement location and size same	\$ 00.00
Screened room non-structural screen only	\$ 00.00
 Addition or Attachment of	
<u>Living Area</u>	
Room additions, conversion of attic/garage to living area	\$425.00
Sunroom prefab, new slab	\$125.00
Screen room no existing structure	\$125.00
Other	\$425.00
<u>Roof area</u>	
>200 sq ft	\$ 75.00
Attached patio cover >200 sq ft, screen room no existing struc.	\$125.00
Floor area elev.>30"	\$125.00
Attached upper story deck	\$125.00
Attached patio cover/porch open roof/attached arbor	\$ 75.00
 Detached Structure	
Living area (const, remodel, add'n)	\$425.00
Roofed area >200 sq ft (gazebo)	\$125.00
Gazebo <200 sq, detached open roof arbor, w/elec	\$ 75.00
 Pool/Spa	
In ground pool/spa with barrier	\$425.00
Gunitite in ground spa	\$425.00
In ground spa	\$125.00
Above ground pool	\$125.00
Above ground spa	\$125.00
Pool/Spa barrier	\$ 75.00